

## **Town of Hamilton**

### **Community Projects Coordinator**

#### **Job Description**

Part-time position (19 hours) to assist and support the Community Preservation Committee (CPC), Hamilton Affordable Housing Trust (HAHT), and the Historic District Commission (HDC). The purpose of this position is to perform responsible, professional, technical, and administrative work in providing administrative support services for all four entities; all other related work as required. Position reports to the Director of Planning & Inspections.

#### **Duties include, but are not limited to:**

- All administrative support, including preparation of meeting agendas and minutes
- Responsible for administrative duties assigned through Director of Planning & Inspections.
- Maintain consistent records in CPA filing system, and the Massachusetts Executive Office of Energy and Environmental Affairs CPA CP-3 Online Project Database
- Coordinate and process applications for CPA funding
- Assist applicants through Hamilton's CPA process
- Evaluate CPA proposals for CPA eligibility
- Track all on-going CPA projects
- Update websites for CPA, HAHT, and the HDC
- Assists in the development, approval and implementation of the Affordable Housing Production plan and Community Preservation Plan.
- Provides direct staff support for housing activities including the development and creation of new community housing, preservation of existing housing, monitoring existing units.
- Perform responsible professional, technical, and administrative work in providing administrative support services for housing, CPA, downtown development and historic district related programs, projects and activities; all other related work as required.
- Attend HAHT, CPC, and HDC meetings; evenings and early morning meeting attendance may be required.
- Make frequent contact with other municipal employees, state, federal, and regional agencies, board/commission members, attorneys, engineers and applicants; makes regular contacts with the general public.
- Prepares support materials as needed. Attends meetings, including Town Meetings.
- Assists in development and execution of housing-related, CPA and historic district public educational programs/events

- Coordinate the CPA budget and presentation of projects recommended by the CPC to Town Meetings.
- Responds to questions and requests for information from the public and other town departments. Provides guidance and technical assistance as necessary.
- Attends regional and professional development meetings as necessary.
- Performs similar or related work as required, directed or as situation dictates.

**Qualifications:**

Successful candidate should have a bachelor's degree in government, municipal planning, business or other related field; two years experience in municipal management, housing, government law, planning, procurement or related field; Master's degree preferred; or any equivalent combination of education and experience.

In addition, the candidate should have comprehensive knowledge of the functions of municipal government, affordable housing practices, local bylaws, rules and regulations, including:

- General understanding of the interaction between local, state, and federal government.
- General knowledge of Massachusetts General Laws, especially as they apply to housing, and zoning, CPA, and historic districts.
- Ability to independently perform analysis, prepare reports, and formulate recommendations.
- Ability to deal with the public in a courteous and tactful manner.
- Aptitude for an attention to details and accuracy.
- Ability to work on a variety of unrelated tasks at the same time. Ability to work effectively under time constraints to meet deadlines.

**Salary:**

The hourly wage range is \$20.89 to \$23.50, dependent upon qualifications and experience.